Close an Award - Process Help

Use these instructions to close an award. Refer to the procedure and guidance documents for criteria to close an award.

Prerequisites

- You must have one of the following responsibilities to close an award:
    - ORG OGM Billing Specialist
    - ORG Account Establishment Specialist
    - ORG Account Establishment Specialist with Budget Approvals
    - ORG Account Establishment Administrator
- The award number does not have any carry forward.
- The award number does not have any open encumbrances, purchase orders, or receivables against it.
- All reports and deliverables have been submitted to the sponsor, if required, and the reports tab in the Award Management screen has been updated.
- Award has termed.
- All closing edit requirements have been met.

To close an award:

1. Navigate to **Awards** to open the **Find Award** form.
2. Enter the number for the award that needs to be closed.

3. Click **Find** to open the **Award Management Folder** form.

4. Click **Open** to open the **Award Management** form.

5. In the **Status** field, select **Closed** from the drop-down menu.
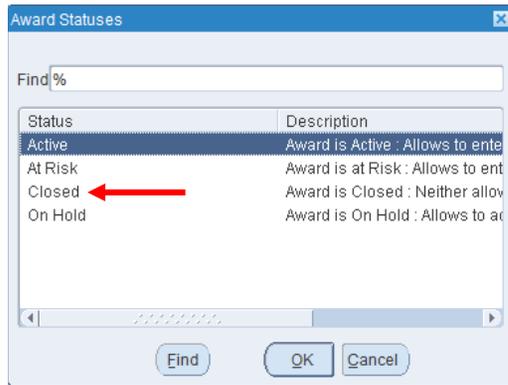
6. Choose **File > Save** or click on the **Save** icon.
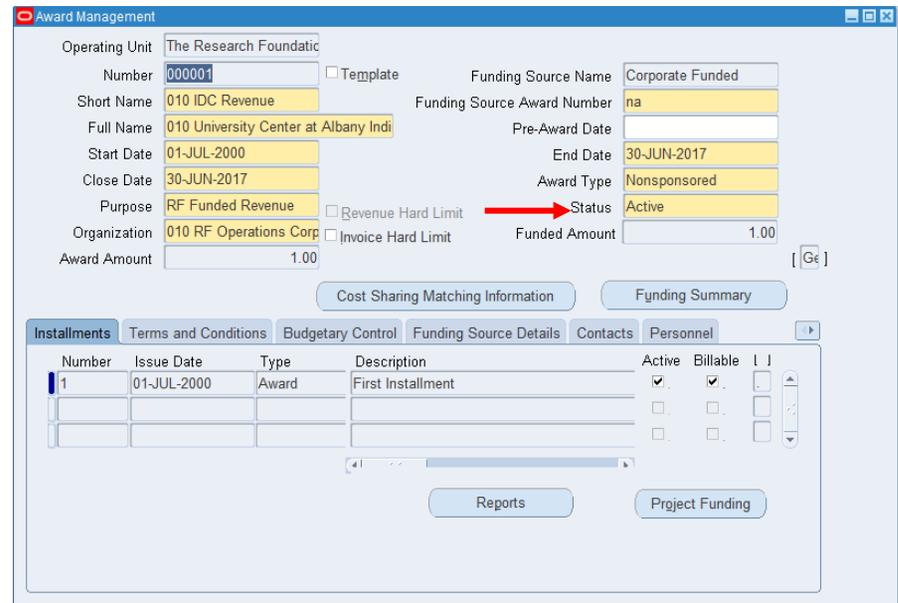
The **Status** field displays closed and the **Flexfield** indicates the Closure Date.

7. Click **File > Save** to save your changes.
8. Click **File > Close** Form.